

# RAP Impact Measurement Questionnaire

## Frequently asked questions





#### Frequently asked questions

What is RAP reporting?

Why is it important to report?

When is our report due?

How do I report?

The types of questions we ask

**How long will it take to report?** 

The Questionnaire is quite long, can I save and complete it at a later date?

Why is the 2018 RAP Impact Measurement Questionnaire different to previous years?

Will the data I enter be kept confidential?

What if our RAP was endorsed less than 12 months ago?

What if we don't have a current RAP?

Do we need to report if we are currently in the process of developing our next RAP?

Who do I contact if I am having technical issues with reporting?

What should I do if I haven't received my link?

**Questions for 2018** 



#### Frequently asked questions

#### What is RAP reporting?

Reporting on your RAP is an annual mandatory requirement of the RAP program, which is a commitment in the Reporting section of every RAP. To meet the reporting requirements, organisations are required to complete the RAP Impact Measurement Questionnaire, once every 12 months. The RAP Impact Measurement Questionnaire is an online questionnaire designed to measure progress against the minimum requirements of the RAP Program.

In addition to completing the RAP Impact Measurement Questionnaire, we encourage all organisations to produce a public report to comprehensively capture RAP progress. This could take the form of a stand-alone publication, publishing the information on your website or as part of your annual report. Reporting publicly gives your organisation the opportunity to promote and celebrate your achievements, and show leadership by sharing key learnings with the RAP community.

#### Why is it important to report?

Data submitted through your RAP Impact Measurement Questionnaire contributes to Reconciliation Australia's annual RAP Impact Measurement Report, which outlines the collective impact of the RAP program. This data will enable Reconciliation Australia to determine the effectiveness of the RAP program. Additionally, the achievements and key learnings of your organisation will assist Reconciliation Australia to further develop the RAP Program

Although, reporting is a requirement of the RAP Program, it is also an opportunity to assess how your organisation is tracking against its commitments.

#### When is our report due?

Organisations are required to report on RAP progress by 30 September each year in order to prepare the RAP Impact Measurement Report for publication in the following year. This year, the reporting deadline will be extended to **2 November 2018**.

Unfortunately due to the nature of the 2018 Questionnaire, there will not be an opportunity for further extensions. The site will close shortly after the deadline.

The RAP reporting period for Reconciliation Australia is 1 July – 30 June (the last financial year).

#### How do I report?

Reporting on your RAP is easily achieved by completing and submitting the online RAP Impact Measurement Questionnaire. Reconciliation Australia will send a link to the online Questionnaire. The link is specific to the RAP organisation, and will be sent to the primary contact listed on Reconciliation Australia's database.



To ensure that your organisation receives the link to the online Questionnaire, please check that the Reconciliation Australia has the most up to date contact information on file. Get in touch with your RAP Officer, or email us at <a href="mailto:reporting@reconciliation.org.au">reporting@reconciliation.org.au</a> to check or update contact information.

#### The types of questions we ask

The questions are included at the end of the document to assist you to prepare for the Questionnaire. Prior to filling out the online Questionnaire, please use the Questionnaire below to collect the data and seek any relevant approvals within your organisation. Once you have collected the data please submit the results via the link sent to you.

#### How long will it take to report?

Once you've collected the relevant data, completing the RAP Impact Measurement Questionnaire online should take approximately 30-60 minutes.

#### The Questionnaire is quite long, can I save and complete it at a later date?

Responses are saved each time you click 'next'. If you wish to exit the Questionnaire and finish it at a later date, please complete the questions on the current page, and click 'next' to ensure your information is saved. To return to the Questionnaire, go back to the original email and click on the link.

#### Why is the 2018 RAP Impact Measurement Questionnaire different to previous years?

This year the Questionnaire contains additional questions to support a comprehensive evaluation of the RAP Program. To protect the privacy of our RAP Partners, only de-identified information will be provided to the third party evaluators.

This year the Questionnaire will be created through Survey Monkey. If you have any concerns using this platform, please familiarise yourself with the Survey Monkey privacy and security policies.

#### Will the data I enter be kept confidential?

All data entered into the online RAP Impact Measurement Questionnaire will be kept confidential. We do not publically release data from any individual organisation, only aggregate data is used to prepare the RAP Impact Measurement Report.

The data collected will also be used to contribute to the evaluation of the RAP Program. Only deidentified information will be provided to the third party evaluators.

<u>NOTE</u>: If confidentiality is a concern, please ensure that you do not name your organisation when providing responses in the free-text fields.

#### What if our RAP was endorsed less than 12 months ago?

If your <u>FIRST RAP</u> was endorsed less than twelve months ago, we do not expect your organisation to complete the Questionnaire for this particular reporting period.



However, if you would like to submit a RAP Impact Measurement Questionnaire to give us an update on your progress so far, please feel free to use the link sent to you during the reporting period and submit your report.

#### What if we don't have a current RAP?

If you have had an endorsed RAP that is now expired, and you are currently scoping or drafting a new RAP, you are still <u>required to report</u>. Often organisations have gaps between RAPs, however if the organisation is still engaged in reconciliation activities and have notified Reconciliation Australia of their intention to remain in the program, they are still considered active members of the RAP Program.

#### Do we need to report if we are currently in the process of developing our next RAP?

Yes.

#### Who do I contact if I am having technical issues with reporting?

Get in touch with your RAP Officer, or email us at <a href="mailto:reporting@reconciliation.org.au">reporting@reconciliation.org.au</a> or call the Reconciliation Australia office on 02 6272 2600 and ask to speak to a member of the RAP team.

#### What should I do if I haven't received my link?

Check your junk mail folders in your inbox, as your survey may automatically reject the email as spam. If you do not receive the email by 14 September 2018, please email us at <a href="mailto:reporting@reconciliation.org.au">reporting@reconciliation.org.au</a> or call the Reconciliation Australia office on 02 6272 2600 and ask to speak to a member of the RAP team.



### **RAP Impact Measurement Questionnaire**

Question	Options	Definition
Organisation		
Name	Name of your organisation	
Preferred/abbreviated name	Free text	
Type of organisation	Options:	
	<ul> <li>Private</li> <li>NFP/NGO</li> <li>Federal Government</li> <li>State Government</li> <li>Local Government</li> <li>Other:</li> </ul>	
Total number of employees	Options:  Number of total employees in your organisation	Employees include any paid full-time, part-time or casual staff within your organisation.  For global organisations, employees refer to Australian based employees only.
If you are a peak body, please indicate the total number of members you represent	Options:  Under the Number of members (organisations) Under the Number of members (individuals)	For peak bodies and sporting clubs only with a membership base.
Total number of students	Options:  Number of total students in your organisation, or  N/A	For tertiary education institutions only
Sector	Options:  Arts and culture Community development Construction and infrastructure Professional services Disability Child care and early learning centres Employment	



	□ Energy services	
	<ul> <li>Environment and resource management</li> </ul>	
	☐ Financial	
	☐ Health and medical	
	□ Insurance	
	□ Legal services	
	☐ Manufacturing	
	□ Media	
	☐ Mental health management/services	
	☐ Mining	
	□ Property development/management	
	□ Retail, food, and consumer	
	□ Science, Technology and Engineering	
	□ Social Services	
	□ Sport	
	□ TAFE	
	□ Telecommunications	
	□ Tourism	
	□ Transport	
	□ University	
	□ Youth services	
	□ Other	
Current RAP type	Options:	Select the latest type of
	<ul><li>□ Reflect RAP</li><li>□ Innovate RAP</li></ul>	RAP, your organisation
	□ Stretch RAP	developed, that was endorsed by
	☐ Elevate RAP	Reconciliation Australia.
	☐ General RAP	
		'General RAP' refers to
		RAPs endorsed prior to the introduction of
		R.I.S.E. RAP types in
		2014.
RAP stage	Options:	Select all options that
	<ul><li>□ Drafting next RAP, (and/or)</li><li>□ Implementing current RAP</li></ul>	apply.
Date range and type of	Options:	Please outline the type
previous RAP(s).	□ RAP type (year – year)	and date range of any
	_ Total type (your your)	previous RAP(s).
		Enter up to eight RAPs
RAP development questions		



RAP Motivation		
Please rank your organisations	Options [rank top 3 by indicating numbers from 1-3.]:	
top 3 drivers for developing a RAP.	<ul> <li>We wanted to be seen as a responsible organisation</li> </ul>	
	☐ There was an internal leader/RAP champion	
	<ul> <li>Increased quality of life for Aboriginal and Torres Strait Islander peoples</li> </ul>	
	<ul> <li>Increase local community cohesiveness in areas where we operate</li> </ul>	
	<ul> <li>Raise awareness amongst the non- Indigenous community</li> </ul>	
	<ul> <li>Reduced Government expenditure on health/human services/justice/education with more employment opportunities</li> </ul>	
	<ul> <li>We wanted to gain confidence or reassurance on what is culturally appropriate</li> </ul>	
	<ul> <li>We realised our colleagues care about this issue</li> </ul>	
	<ul> <li>Maintain a competitive advantage in business</li> </ul>	
	□ To ensure we receive funding	
	<ul> <li>We were influenced/encouraged by our partner organisations</li> </ul>	
	<ul> <li>We saw a need for a cultural shift within our organisation</li> </ul>	
	<ul> <li>To open up new or improve current tendering opportunities</li> </ul>	
	<ul> <li>Networking building opportunities with other organisations</li> </ul>	
	<ul> <li>Build rapport with our internal Aboriginal and/or Torres Strait Islander stakeholders.</li> </ul>	
	<ul> <li>Build rapport with our external Aboriginal and/or Torres Strait Islander stakeholders.</li> </ul>	
Please list any other drivers	Options:	
for RAP development relevant to your organisation	Free text	
RAP templates and resources	Options:	N/A option only applies
To what extent do you agree or	□ Strongly Disagree	to organisations that are
disagree with the following statement:	□ Disagree	currently developing or have a current Elevate
Statement.	□ Neutral	RAP
RAP templates are an effective	□ Agree	
tool for understanding your	□ Strongly Agree	
	□ N/A	



potential contribution and for designing meaningful action.		
RAP review and endorsement process What aspects of the RAP review and endorsement process worked well for your organisation?	Options:  □ Open text box	
What aspects of the RAP review and endorsement process could be improved?	Options:  □ Open text box	
How would you rate your organisation's confidence to manage and implement your RAP following the review and endorsement process?	Options:  Prior to drafting your most recent RAP:  Not confident Somewhat confident Fairly confident Confident Very confident N/A  Now:  Not confident Somewhat confident Fairly confident Confident N/A  Now: Now: Not confident N/A	
Did your organisation receive support from an external consultant to develop and implement your RAP?	Options  Services:	In this context, we are referring to external consultants that your organisation has engaged on a fee-for-service basis specifically for your RAP
If yes, how would you rate the external consultants understanding of:	Options:  The RAP framework  N/A Very poor Poor	development or implementation.



	<ul> <li>Average</li> <li>Good</li> <li>Excellent</li> </ul> Your organisation's requirements <ul> <li>N/A</li> <li>Very poor</li> <li>Poor</li> <li>Average</li> <li>Good</li> </ul>	
	□ Excellent	
Support from Reconciliation Australia  To what extent do you agree or disagree:  Reconciliation Australia provides your organisation with sufficient support, guidance, advice and direction to develop and implement your RAP.	Options:  Strongly Disagree Disagree Neutral Agree Strongly Agree	SD=strongly disagree D=disagree N=neutral A=agree SA=strong agree NA=not applicable
Please indicate the extent to which you agree or disagree that you expected to receive or did receive useful support from Reconciliation Australia in the following forms:	Options:  Expected support  Phone conversations (N/A -SD-D-N-A-SA)  Emails (N/A -SD-D-N-A-SA)  Face-to-face sessions (N/A-SD-D-N-A-SA)  Feedback on draft RAP documents  Learning/ networking events (N/A -SD-D-N-A-SA)  RAP Workshops (N/A -SD-D-N-A-SA)  RA sitting in on working group meetings (N/A -SD-D-N-A-SA)  RA speaking with our senior leaders  Connecting us with other RAP organisations	
	Received useful support  Phone conversations (N/A -SD-D-N-A-SA) Emails (N/A -SD-D-N-A-SA) Face-to-face sessions (N/A-SD-D-N-A-SA) Feedback on draft RAP documents	



	<ul><li>Learning/ networking events (N/A -SD-D-N-A-SA)</li></ul>
	□ RAP Workshops (N/A -SD-D-N-A-SA)
	□ RA sitting in on working group meetings (N/A -SD-D-N-A-SA)
	□ RA speaking with our senior leaders
	□ Connecting us with other RAP organisations
Please suggest any other types	Options:
of support your organisation would like to receive from Reconciliation Australia	□ Open text box
Perceptions of Reconciliation Australia	
To what extent do you agree or disagree with the following statements:	
	Options:
The national brand and movement of RAPs is strong in	☐ Strongly Disagree
the public sphere.	□ Disagree
·	□ Neutral
	□ Agree
	□ Strongly Agree
Reconciliation Australia is	Options:
reaching the nation's political, business and community	□ Strongly Disagree
leaders.	□ Disagree
	□ Neutral
	□ Agree
	□ Strongly Agree
Reconciliation Australia provides opportunities to connect with	Options:
relevant organisations or	□ Strongly Disagree
groups.	□ Disagree
	□ Neutral
	□ Agree
	□ Strongly Agree



Your relationship with Reconciliation Australia  Indicate the frequency of contact your organisation has had with Reconciliation Australia  Please rate the strength of your organisation's relationship with Reconciliation Australia	Options:  Weekly Monthly Once every two or three months More than once a year but less than once a quarter once a year or less  Options:  5 4 3 2 1	The strength of the relationship is measured in a 1-5 scale. 1 is a very weak relationship where as a 5 is very strong.  A weak relationship is transactional in nature and a strong relationship would be a partnership with long-term commitment, shared learning, and a strong contextual awareness
RAP implementation To what extent do you agree or disagree with the following statements:  Your RAP working group had/has	Options:  12 months ago:  Strategic representation from across the organisation (NA-SD-D-N-A-SA) Aboriginal and Torres Strait Islander representation (NA-SD-D-N-A-SA) An understanding of reconciliation (NA-SD-D-N-A-SA) An understanding of the organisation's sphere of influence (NA-SD-D-N-A-SA) An understanding of appropriate consultation practices (NA-SD-D-N-A-SA)  Now Strategic representation from across the organisation (NA-SD-D-N-A-SA) Indigenous representation (NA-SD-D-N-A-SA) An understanding of reconciliation (NA-SD-D-N-A-SA) An understanding of the organisation's sphere of influence (NA-SD-D-N-A-SA) An understanding of appropriate consultation practices (NA-SD-D-N-A-SA)	'Sphere of influence' relates to the impact that your RAP is having:  1. Internally in the RAP working group and leadership of your organisation  2. Within your organisation  3. In the broader community with external stakeholders
Your organisation understood/understands its	Options:  □ 12 months ago: SD-D-N-A-SA □ Now: SD-D-N-A-SA	



strategic contribution to reconciliation.				
Your organisation had/has an accurate understanding of its current RAP performance level.	Options:  12 months a Now: SD-D-N	<b>go</b> : SD-D-N-A-SA N-A-SA		
Your organisation had/has strong leadership commitment for the RAP.	Options:  12 months a Now: SD-D-N	<b>go:</b> SD-D-N-A-SA N-A-SA		
Relationships				
Partnerships  To what extent do you agree or disagree with the following statement: Your organisation had/has formed informative and meaningful relationships with Aboriginal and Torres Strait Islander peoples, communities or organisations in your local area or sphere of influence.  How many Aboriginal and Torres Strait Islander organisations have you formed or maintained a partnership with in the last 12 months?	Options:  12 months ago: NA-SD-D-N-A-SA Now: NA-SD-D-N-A-SA  Options: Number of formal partners Number of informal partners		Formal partners refer to partnerships that have been formalised with a contract or memorandum of understanding.	
Network mapping  23. Please identify 1 to 10 organisations, community groups or individuals*, who are important to your reconciliation work.	Name Please assign a score for the frequency of contact where 5 is weekly, 3 is once every two or three months and 1 is seldom (once a year or less)	Nature of Relationship	Strength of Relation ship	These could be Aboriginal, Torres Strait Islander, and/or non- Indigenous organisations, community groups or individuals that provide you with advice, services or products or a contact
*If you have identified relationships with individuals,	• 1	□ <b>N/A</b>	• 1 • 2	you supports as part of



please note any affiliations they have with organisations or community groups.	<ul> <li>Aboriginal and Torres Strait</li> <li>4 Islander peoples/communities</li> <li>Aboriginal and Torres Strait Islander organisations</li> <li>Aboriginal and Torres Strait Islander suppliers</li> <li>RAP Implementatio n adviser</li> <li>Other RAP organisation</li> <li>Other, please specify</li> </ul>	this reconciliation agenda.  The strength of the relationship is measured in a 1-5 scale. 1 is a very weak relationship where as a 5 is very strong.  A weak relationship is transactional in nature and a strong relationship would be a partnership with long-term commitment, shared learning, and a strong contextual awareness
We would really like to highlight the partnerships between RAP organisations and Aboriginal and Torres Strait Islander organisations. Have you got a story to tell us that we can share?	Options: ☐ Open text box.	
Collaboration and partnership To what extent were collaborations and partnerships formed in the last 12 months driven by your RAP commitments?	Options:  None A little Some Quite a lot A great deal N/A	
In the absence of a RAP what proportion of any partnerships or collaborations would have been formed in the last 12 months?	Options:  None A little Some Quite a lot A great deal N/A	



National Reconciliation Week (NRW)				
Did your organisation participate in NRW this year?	Options:  ☐Yes ☐No ☐Don't know			Please tick all that apply
How did your organisation participate in NRW this year?	Launched our RAP Launched a new program or initiative Invited guest speakers to attend our events Distribution of information, resources and promotional material to staff or public Raised awareness through social media or on our website Unveiled a plaque or named a facility Learning seminars, workshops, documentary screenings or training sessions Reconciliation event, presentation, meeting, forum such as a tea, lunch or dinner Cultural event or exhibition involving dance, language, art, music, film, food or a tour Organised Welcome to Country or other traditional ceremonies Participated in commemorative events or campaign such as a Sea of Hands, Sorry Day events, marches or walks	Activity led/ hosted primarily by your organisati on	Attended or minor supporter of external activity	



	Raised awareness through flags, posters, banners and	
	displays	
	Ran activities for children	
	and families	
	Reconciliation Awards	
	Collaborated or supported	
	other organisations for local	
	events	
	Ran quizzes, competitions	
	or giveaways	
	Did not officially participate	
	this year Other (please specify)	
	Don't know	
	DOITE KNOW	
	Options:	
Please estimate the number of	Number of staff	
staff, from your organisation, that participated in a NRW		
activity in 2018.		
delivity iii 2010.		
Please estimate the percentage	Options:	
of these staff participants	☐Percentage of attendees	
engaged for the first time in		
NRW activities?		
	Options:	
Please estimate the number of	Number of external attendees	
people external to your		
organisation that participated in your organisation's NRW		
activities in 2018.		
activities in 2010.		
How many NRW events did your	Options:	
organisation host this year?	□Number of events	
,		
RAP Awareness		
	Options:	
29. How did your organisation	<ul> <li>Via our website or social media</li> </ul>	Please tick all that apply.
raise awareness of its RAP in	<ul> <li>As a part of NAIDOC week or NRW</li> </ul>	
the last 12 months?	<ul> <li>During staff, board or committee meetings</li> </ul>	
	☐ Emails to staff	
	□ Organised a staff activity	
	<ul> <li>Via newsletters, bulletins, articles,</li> </ul>	
	publications, progress or annual reports	
	<ul> <li>During new staff inductions or training</li> </ul>	
	(including cultural awareness training or e-	
	learning modules)	



		Via email signatures, intranet or internal	
		social media	
		RAP launch or company events Established dedicated RAP sub-committees	
		or champions to support working group	
		Copies of RAP or promotional material made	
		available in common areas or distributed to	
		stakeholders	
		Engaged externally with Aboriginal and	
		Torres Strait Islander communities or other	
		organisations or agencies to speak at events	
		or presentations	
		Through publically attended events or media	
		promotions	
		Informed internally via discussions with staff Incorporating Welcome to and/or	
		Acknowledgment of Country as part of	
		events and presentations	
		Incorporating Aboriginal and Torres Strait	
		Islander art, flags or other cultural forms into	
		the work environment	
		No recent effort to raise awareness has been	
		made	
		Other (please specify) Don't know	
		DOITT KHOW	
To what extent do you agree or			
To what extent do you agree or disagree with the following			
statement:			
- Classon 101 101			
Completing this annual RAP	Options:		
Impact Measurement		N/A (first time reporting)	
Questionnaire helps hold my		Strongly Disagree	
organisation accountable to its		Disagree	
RAP commitments.		Neutral	
		Agree	
		Strongly Agree	
Respect			
Cultural Learning			
Does your organisation have an	Options:		
Aboriginal and Torres Strait Islander cultural learning strategy	□Yes □No		
document?	□ □ Don't	know	
	1		1



What is the target number of staff that your organisation committed to undertake a cultural learning program, in the reporting period?	Options: ☐Target number ☐N/A			Target number is the actual number of employees (not calculated on an FTE basis).
How many staff have undertaken a cultural learning program during the reporting period?	Options:  Overall number  Breakdown:  E-learning cultural prog  Face-to-face cultural prog  Cultural immersion prog	ogram		A cultural immersion program refers to a cultural experience on country, guided by a local Traditional Owner
Cultural protocols				
Does your organisation have an Aboriginal and Torres Strait Islander cultural protocols document?	Options:  ☐Yes ☐No ☐Don't know			
How did your organisation celebrate NAIDOC week this year?	Promoted NAIDOC Week through social media, email, newsletters or intranet to staff Promoted NAIDOC Week through social media, email, or newsletters to public Ran quizzes, competitions or giveaways Invited guest speakers to share cultural knowledge at our events Provided cultural awareness training Recognition event, presentation, meeting, forum such as a tea, lunch or dinner Cultural entertainment event (art, music,	Activity led primarily by your organisation	Attended or minor supporter of external activity	Please tick all that apply.



f	
dance) and food (bush	
tucker) Cultural learning	
events through walking	
tours, short films, museum visits or	
cultural centre trips	
Incorporated	
Indigenous culture in	
the work environment	
with posters, art, flags and staff events	
'Welcome To Country'	
and/or smoking	
ceremony Staff attack and at the	
Staff attended the	
NAIDOC March or Flag	
Raising Ceremony Attended the NAIDOC	
Award Ceremony or	
provided employees	
with awards	
Supported community	
or NAIDOC sponsored	
events (your led activities within this	
might include holding a stall for example)	
Participated in	
campaigns (such as	
AIME Hoodie Day)	
Provided social (e.g.	
health, legal) or	
business services or	
information to the	
Indigenous community	
Supported children and	
youth organisations or	
events	
Participated in	
fundraising or charity	
work	
Staff were able to	
access cultural leave	
or take time off to	
attend external	
NAIDOC events	
Didn't officially	
participate in NAIDOC	
this year	
Other (please specify)	****
Other (piedde speeliy)	



How has your organisation promoted Aboriginal and Torres Strait Islander cultures in the workplace this year?  Have you changed any of your	Islander art or oth work environmen Provided Cultural Acknowledgment the start of meetin Held cultural even Aboriginal and To or arranged for green achievements of Strait Islander em Advertised cultura or email Promoted or particular NRW Weeks action Organised Welcon Recognition of Abustander language Recognition of signification and screen board Torres Strait Islander Incorporating the into our organisate Introducing support Torres Strait Islander Conducted project Aboriginal and Total Inguages Presenting an awachievements in Islander communication in Islan	Awareness training of Country encouraged at ings of Country encouraged at ings of the work of the courage of th	
core and/or external facing services and practices as a result of your RAP?	□Yes		



Culturally appropriate services and practices  Have you noticed any changes for your customers/clients/supporters/ other stakeholders due to the way you operate with more culturally appropriate services or practices?		
To what extent were activities and changes relating to cultural competency driven by your RAP commitments?	Options:  None A little Some Quite a lot A great deal	
In the absence of a RAP, what proportion of any Aboriginal and Torres Strait Islander cultural changes or learning programs do you think your organisation would have been undertaken anyway?	Options:  None A little Some Quite a lot A great deal	
How would you define your organisation's understanding of the five dimensions of reconciliation?	Options:  Institutional integrity (Very poor-Poor-Average-Good-Excellent)  Unity (Very poor-Poor-Average-Good-Excellent)  Race relations (Very poor-Poor-Average-Good-Excellent)  Historical acceptance (Very poor-Poor-Average-Good-Excellent)  Equality and equity (Very poor-Poor-Average-Good-Excellent)	
Opportunities		
Aboriginal and Torres Strait Islander employment  To what extent do you agree or disagree with the following statements:  Your organisation is maximising the value it gets from the unique skills, competencies and opportunities that Aboriginal and	Options:  • 12 months ago: NA-SD-D-N-A-SA  • Now: NA-SD-D-N-S-SA	For example, value may include new cultural perspectives, new market opportunities or guidance on specific programs.



		ı
Torres Strait Islander employees bring with them.		
Does your organisation have an Aboriginal and Torres Strait Islander Employment and Retention strategy document?	Options:  ☐Yes ☐No ☐Don't know	
What is your target for Aboriginal and Torres Strait Islander employment in this reporting period?	Options:  ☐Target number ☐N/A	
How many Aboriginal and Torres Strait Islander staff does your organisation currently employ?	Options:  Overall number  Breakdown:  Permanent full-time Permanent part-time Casual Apprentices Traineeships Internships Cadetships Cadetships Contractors Secondees Non-ongoing full-time Non-ongoing part-time	Permanent employment refers to, employees that have been engaged in ongoing employment or that have been employed for longer than 12 months.  Non-ongoing employment refer to staff that have been employed for a specific project, or short term contract (less than 12 months).
Please indicate the number of Aboriginal and Torres Strait Islander staff that are in:	Options:  Board positions Executive roles Other management positions Junior roles	
For newly employed Aboriginal and Torres Strait Islander staff, please outline how many are filling newly created 'identified' roles and how many are filling existing job roles.	Options:  Number filling newly created identified roles  Number filling existing job roles	
How many Aboriginal and Torres Strait Islander staff did you retain in your organisation throughout the reporting period?	Options:  □Number □Don't know □N/A	



Did your organisation provide professional development opportunities to Aboriginal and Torres Strait Islander people?  Did your organisation develop new human resources processes and procedures (to support and enhance your organisation being a preferred place of employment for Aboriginal and Torres Strait	Options:  Yes – pre-employment training  Yes – progression within current role training  Yes – mentorship programs  Yes – employment pathway programs  Yes – collaboration with other RAP organisations  No  Options:  Yes  No	
Islander peoples)?		
How did your organisation advertise job vacancies to reach an Aboriginal and Torres Strait Islander audience?	Options:  Aboriginal and Torres Strait Islander media Aboriginal and Torres Strait Islander job search engines Email networks Social media Word of mouth Community notice boards Your organisation's website Mainstream job search engines e.g. Seek, ethical jobs N/A (did not advertise specifically) N/A (we did not advertise any jobs over the year) Don't know Other (please specify)	Please tick all that apply.
Which of the above advertising approaches have you found to be most successful?	Open textbox:	
How has your organisation contributed to the recruitment and retention of Aboriginal and Torres Strait Islander staff this year?	Options:  Have recently employed Aboriginal and Torres Strait Islander staff Currently in the process of developing or redeveloping our recruitment policy Run training and workshops for professional development and cultural awareness Have intern, work experience and traineeship positions Support for Aboriginal and Torres Strait Islander staff in the workplace	Please tick all that apply



	<ul> <li>□ Participated in custom program and events for Aboriginal and Torres Strait Islander</li> <li>□ Partnered with other organisations or recruitment agency</li> <li>□ Implemented a mentoring program</li> <li>□ All position vacancies state that we encourage Aboriginal and Torres State Islander people to apply</li> <li>□ Advertised through Indigenous media channels</li> <li>□ Have had Aboriginal and Torres Strait Islander staff employed long term</li> <li>□ Sought advice on how to recruit and better retain Aboriginal and Torres Strait Islander staff</li> <li>□ Other (please specify)</li> <li>□ Don't know</li> <li>□ N/A</li> </ul>	
To what extent were employment	Options:	
changes driven by your RAP	□ Not at all	
commitments?	□ A little	
	□ Some □ Quite a lot	
	☐ A great deal	
In the absence of a RAP, what proportion of any Aboriginal and	Options:	
Torres Strait Islander	□ None □ A little	
employment do you think your	□ Some	
organisation would have	□ Quite a lot	
undertaken anyway?	□ A great deal	
Aboriginal and Torres Strait		
Islander procurement		We consider Aboriginal
Does your organisation have an	Options:	and Torres Strait Islander businesses to
Aboriginal and Torres Strait	□Yes	be those businesses
Islander procurement strategy document?	□No	which are at least 50%
document?		Aboriginal and Torres Strait Islander owned.
What is the dollar value of		
procurement from Aboriginal	Options:	
and Torres Strait Islander	□ N/A	
businesses in the reporting period?	<ul> <li>Dollar value of goods and/or services procured from Aboriginal and Torres Strait</li> </ul>	
, , , , , , , , , , , , , , , , , , , ,	Islander businesses	
	-	



	<ul> <li>Dollar value of spend from businesses certified by Supply Nation</li> </ul>
How many Aboriginal and Torres Strait Islander businesses did you enter a contract with, during the reporting period?	Options:  N/A  Number of all Aboriginal and Torres Strait Islander businesses  Number of businesses certified by Supply Nation
Is your organisation a Supply Nation member?	Options:  □Yes □No
What are the business benefits of working with Aboriginal and Torres Strait Islander businesses for your organisation? (tick all that apply)	Options:  Aboriginal and Torres Strait Islander businesses provide good value for money Aboriginal and Torres Strait Islander businesses provide quality goods and services Aboriginal and Torres Strait Islander businesses provide more innovative outcomes A more diverse supply chain lessens the risk of over reliance and complacency with large providers It is good for our supply chain to more accurately reflect our community It is good for our stakeholder relationships, such as with Government It helps foster reciprocal relationships with Aboriginal and Torres Strait Islander organisations and stakeholders It expands our networks It is a requirement in our contracts It gives us a competitive advantage when tendering We know that there is a greater social return on investment, which aligns to our broader organisational values/strategy It is good for our "brand" to be seen to be contributing to the community in this way Supporting better economic outcomes for Aboriginal and Torres Strait Islander peoples, builds our staff satisfaction Don't know  N/A
	Torres Strait Islander businesses did you enter a contract with, during the reporting period?  Is your organisation a Supply Nation member?  What are the business benefits of working with Aboriginal and Torres Strait Islander businesses for your



	□ Other:	
To what extent were procurement changes driven by your RAP commitments?	Options:  None A little Some Quite a lot A great deal	Attribution seeks to understand the degree to which the RAP has influenced reconciliation actions relating to business.
In the absence of a RAP, what proportion of any Aboriginal and Torres Strait Islander procurement do you think your organisation would have undertaken anyway?	Options:  None A little Some Quite a lot A great deal	Deadweight seeks to understand the degree to which actions relating to business would have taken place without a RAP.
Donations, contributions, and pro-bono services  What is the dollar value of donations made to Aboriginal and Torres Strait Islander organisations in the reporting period?	Options:  □Dollar value of spend □N/A	
What is the dollar value of contributions to Aboriginal and Torres Strait Islander education scholarships in the reporting period?  What is the dollar value of contributions to organisations that support Aboriginal and Torres Strait Islander students?	Options:  Dollar amount for direct funding of scholarships  N/A  Options:  Dollar amount of contributions to organisations that support Aboriginal and Torres Strait Islander students  N/A	An example of a scholarship includes your organisation funding or partially funding a place at a university for Aboriginal and Torres Strait Islander students.  An example of a contribution would be your organisation providing funds to an organisation which supports Aboriginal and Torres Strait Islander students to complete study.



What is the value of pro-bono services provided to Aboriginal and Torres Strait Islander, individuals, organisations, or communities in the last 12 months?	Options:  ☐Hours of pro bono services provided ☐Dollar value of pro bono services provided ☐N/A	Pro bono service is professional work undertaken voluntarily and without payment.
Please tell us about the impact of any other 'Opportunity' actions your organisation has implemented over the reporting period.	Text box to provide information on RAP activities.	
End of questionnaire		
67. We'd really like to know about any other comments you have or stories you'd like to share about your experiences about delivering on your organisation's RAP commitments this year.	Text box to provide information on RAP activities.	
Testimonial (Optional)	Text box to provide information on RAP activities.	
68. Please provide a short testimonial regarding the impact that your RAP has had within your organisation.  Please note that this may be included in Reconciliation		
Australia publications.		
Attachments (Optional)  Do you have any strategy documents or relevant files that you are happy for us to share with the wider RAP community?	Options:  ☐Yes ☐No	Documents could include:  Cultural competency strategy  Cultural protocols  Employment and retention strategy  Procurement strategy

<u>PLEASE NOTE</u>: In the spirit of reconciliation, we encourage the RAP community to work together and share key learnings in order to have the greatest impact. At the end of the questionnaire, you will have the opportunity to upload documents that have been instrumental to your organisation's reconciliation journey. By uploading documents through this portal, you are giving Reconciliation Australia permission to share the documents with RAP community.